

Approved July 16, 2013

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, June 18, 2013
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the BOS was held on Tuesday, June 18, 2013 at 7 pm in the Selectmen's Meeting Room.

With a quorum present, in the absence of the Chair, Mr. Wilson called the BOS meeting to order at 7:09 pm.
Selectmen Present: Ken Whittaker, Chair (7:14 pm); Patrick Wilson, Vice Chair; Jack Wilhelm, Secretary
Also Present: Mark Andrews, Town Administrator; Catherine Tinsley, Minutes Secretary

Public Information:

Agenda

MAPC Application
Community Energy Strategies Program
Verizon Notification
Bikers & Birdies for Brady: Letter
Wenham Tea House: Letter
Grounds Maintenance Agreement
Financial Management Policy
End of Year Line Item Transfers
Senate Bill 1772
Finance Department Update

Abbreviations used

BOS Board of Selectmen

Welcome and Overview of Agenda

Public Input – The Chair noted there were none.

Presentations by Guests – The Chair noted there were none.

Announcements

- The Town is seeking participants for the Community Energy Strategies Program (5 Volunteers) to work with other participating communities for sustainable programs. The first meeting is Thursday, June 20, 2013. Residents interested in volunteering should contact the TA Office.
- Verizon Channel Realignment - Verizon has notified the Town that changes to the channel line-up would be made on August 1, 2013.
- The fourth annual Bikers & Birdies Ride for Brady will go through town on Saturday, June 22, 2013.

Old Business

Wenham Tea House Request for Outside Musical Entertainment - Mr. Wilhelm acknowledged a letter from the Wenham Tea House Manager withdrawing their application for music on the patio to avoid displeasing the neighbors or causing the Town to incur legal fees.

Mr. Whittaker noted that the BOS could grant such licenses pending review from the Zoning Board of Appeals. The Town will continue to work on this with the Tea House for (possible) future requests.

Grounds Maintenance Agreement – The Grounds Maintenance Agreement between the Towns of Hamilton, Wenham, and the Hamilton-Wenham Regional School District, expires June 30, 2013. The Agreement is for the towns to provide grounds maintenance and general clean up (non winter conditions) to the School District to reduce operational expenses and to improve efficiency.

Mr. Andrews, along with Mike Lombardo, Hamilton Town Manager, and Superintendent Mike Harvey worked together to update and renew the agreement and a capital project list. The Agreement is before the School Committee and Hamilton BOS for approval.

Vote: Mr. Wilson moved, and it was seconded, to accept the Grounds Maintenance Agreement for three years, pending review of the final draft. The motion carried unanimously.

Financial Procedures and Policies – As per the “Management Letter” from last years audit, the Town has drafted “Financial Procedures and Policies”. The document outlines the fundamental financial management policies and procedures to be used in managing the Town of Wenham’s fiscal affairs with the objective to safeguard municipal funds, protect the Town’s assets and fund municipal services in an efficient, cost –effective and consistent manner that aligns with public policy goals, as set forth, by the BOS. The intent is that this document be revised and updated going forward.

Vote: Mr. Wilson moved, and it was seconded, to adopt the Financial Policies and Procedures. The motion carried unanimously.

Annual Reappointment & appointments

The BOS were provided with a list of 2013/2014 appointments and re-appointments. Action was deferred to the next meeting to allow the BOS time to review the list. *

New Business

Library Update - Library Director, Jan Dempsey was present to update the BOS regarding employee concerns, stating that the Town of Hamilton has been informed of the pay increases and the request to increase FY 14 salaries. She plans to attend the next Wenham Finance Committee meeting.

Ms. Dempsey informed the BOS that State money is available to draft a Professional Development Policy, pending approval by the Trustees.

Ms. Dempsey confirmed with the BOS that a working group would be formed to update the Employee Handbook and offered to serve on the committee. Ms. Dempsey was asked to provide a list of positions and job descriptions to the Town Administrator. Mr. Andrews noted that the Employee Handbook applies to all employees in all departments and department heads/ /managers would also be asked to provide input.

End of Year Department Line Item Transfers - The BOS were provided with copies of the end of fiscal year budget transfers as approved by the Finance Committee, for a total of \$34,532.75.

Mr. Wilhelm requested a list of encumbrances, if any.

Vote: Mr. Wilson moved, and it was seconded, to approve the fund transfers as presented. The motion carried unanimously. A trend analysis will be done at the end of the process.

FY13 Vacation Carryover Request - Mr. Wilson reviewed that employees not able to use all their vacation time by the end of the fiscal year, can request to carry the time into FY14. All approved carryover must be used by August 31, 2013.

Vote: Mr. Wilson moved, and it was seconded, to approve the vacation carryover requests, dated June 14, 2013, as written. The motion carried unanimously.

Police Department Reserve Appointments – Police Chief Perkins reported that one of the part-time officers has resigned and recommended the part-time Officer appointments. He noted these appointments are within the FY14 budget

Vote: Mr. Wilhelm moved, and it was seconded, to appoint Scott Wood and Robert Smith to the Patrol Division, and Wesley Izidoro, to the Reserve Division, effective July 1, 2013. The motion carried unanimously.

*Chief Perkins requested that the BOS reappoint all public safety employees before June 30, 2013.

Vote: Mr. Wilhelm moved, and it was seconded, to appoint the public safety individuals as listed on the Appointment/Reappointment List provided to the BOS in the Fire and Police Department as of July 1, 2013 through June 30, 2014. The motion carried unanimously.

Board of Selectmen's Retreat June 14, 2013 - The Selectmen discussed goals and objectives going forward during a four hour retreat on June 14, 2013; the minutes are forthcoming

Act 1772 - Mr. Wilson reviewed that Senator Bruce Tarr and Representative Brad Hill are putting forth a Legislative Act that would authorize the Town of Hamilton to impose a lien upon property located in the towns of Wenham or Essex to secure unpaid

water fees and charges. There are a limited number of properties in Wenham that receive water service from Hamilton and a limited number of homes in Hamilton that receive water service from Wenham.

Town Counsel is working on an internal agreement that Wenham receives the same reciprocation from homes in Hamilton / Essex.

John Clemenzi, Stage Hill Road, asked about whether other bordering towns are included; currently they are not.

Reports

Finance Dept Status Update – Baystate Municipal Accounting Group, (BMAG) David Genereux, Interim Finance Director, was present to talk about the Finance Department. He has been updating the BOS each meeting.

The December Treasurer's cash is reconciled. January and February will be completed on Friday.

Delinquent FY 2011 and FY 2012 taxes have been advertised and will be placed in Tax Title on June 28, 2013. The total due the town is \$33,000.

Mr. Wilhelm noted staffing the Finance Department was discussed during the BOS June 14, 2013 retreat in great length, and interviews for the Town Accountant are being scheduled.

The BOS went on to talk about contracted financial services versus hiring full time employee(s).

Mr. Wilson asked for consideration of contracted services citing the cost savings to the Town, noting that if it does not work, a town employee could be hired.

Mr. Wilhelm supported an on-site full time employee be hired, noting the benefit to the town.

Contract services with BMAG are through June 30, 2013. The BOS anticipated extending the contract through July, and possibly longer.

Mr. Andrews recommended the BOS issue a Request for Proposals for extended contract financial services.

The BOS supported an RFP be issued and interviews for the Accountant position go forward.

The HW Garden Club Donation – The Garden Club was recognized for their work in conjunction with the Department of Public Works on the planters around town. The Club raised and donated \$450 to the town to further this effort.

Cedar Street License – The Beverly Salem Water Board will permit the town to construct and maintain a sidewalk on their property along Cedar Street. The Town assumes all financial responsibilities.

Vote: Mr. Wilson moved, and it was seconded, to approve the license to allow the DPW to go forward with construction of the sidewalk. The motion carried unanimously.

Minutes – June 4, 2013

The minutes were deferred. No action was taken.

Executive Session (ES)

VOTE: Mr. Wilson moved, and it was seconded, that the BOS enter into ES at 9:04 pm, according to Open Meeting Law, M.G.L. c. 30A, §§ 18-25 (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares as related AFSME Contract and (6) To consider the purchase, exchange, lease or value of real property if the Chair so declares that an open meeting may have a detrimental effect on the negotiation position of the public body, and to include Andrew deFranza, Harborlight Community Partners, Inc. and Wenham Affordable Housing Chair Josh Anderson, and to return to open session for the sole purpose of adjourning. The motion carried unanimously by roll call vote.

The BOS returned to open session at 9:32 pm.

VOTE: Mr. Wilson moved to adjourn at 9:32 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley